



## ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

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### **TLC PROGRAM PROJECT CRITERIA**

#### **PROGRAM DESCRIPTION**

The *TLC Program* funds transportation infrastructure improvements to pedestrian, bicycle and transit facilities. The key objectives of this program are to encourage pedestrian, bicycle and transit trips; support a community's larger infill development or revitalization effort; and provide for a wider range of transportation choices, improved internal mobility, and stronger sense of place. Typical TLC capital projects include new or improved pedestrian facilities, bicycle facilities, transit access improvements, pedestrian plazas, and streetscapes. Funds can be used for project development, design, right-of-way acquisition, and/or construction.

#### **WHO CAN APPLY?**

Capital Program grants are awarded on a competitive basis. Local governments, transit operators, and other public agencies are eligible recipients of the federal funds. Community-based organizations and nonprofits may be co-partners but cannot receive the funds.

#### **HOW MUCH FUNDING IS AVAILABLE?**

MTC has allocated a total of \$7.3 million to Alameda County for the TLC Program over a three year funding cycle. This consists of a combination of federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Improvements Program funds towards the capital project. The funding request shall be a minimum of \$200,000 for project development, \$400,000 for right of way and construction and no more than \$3 million per project. A federal local match of 11.5 percent of the total TLC project cost may be required.

Grant recipients will be required to take the TLC capital project through the federal-aid process with Caltrans Local Assistance, and obligate, or commit, the federal funds by the regional obligation deadline specified by CMA as well as other requirements of MTC Resolution 3606. In addition, MTC requires that grant recipients attend a training workshop on the project delivery process, the federal aid process and other relevant expectations for the county TLC program.

#### **ELIGIBLE ACTIVITIES**

The project must be located at one of the eight Transit Oriented Development sites identified in the 2004 Countywide Transportation Plan:

Mac Arthur, W. Oakland, Coliseum, Ashby/Ed Roberts, San Leandro Transit Village, Union City Transit Village, Warm Springs or Dublin/Pleasanton.

Project activities eligible for funding include bicycle and pedestrian paths and bridges; on-street bike lanes; pedestrian plazas; pedestrian street crossings; streetscaping such as median landscaping, street trees, lighting, furniture; traffic calming design features such as pedestrian bulb-outs or transit bulbs; transit stop amenities; way-finding signage; and gateway features. While these discrete activities are eligible for funding, CMA is looking for a capital project that is well-designed, uses a variety of

different design features, results in numerous community benefits, and is part of a community's broader revitalization and development efforts.

## **HOW WILL PROJECTS BE EVALUATED?**

### **Part 1: Project Readiness Criteria**

The following criteria will be used to evaluate whether a project will be able to meet the fund obligation deadline. Projects must secure a federal authorization to proceed with construction by the obligation deadline set by MTC.

1. Has a collaborative planning process involving the local government agency, community stakeholders, transit district(s), and others affected by the project taken place? (If the planning process has not been undertaken, please consider applying in a future cycle once the process is completed.)
2. Is the project fully funded with TLC capital funds? Is the project dependent upon other funding yet to be secured? Please provide a project budget showing all funding amounts and fund sources secured for the project, and describe how any funding shortfalls will be covered.
3. Is the project dependent upon another uncompleted major capital project?
4. What type of environmental document required by CEQA and NEPA will be (has been) prepared, and when would it be (was it) certified? What environmental issues may require more detailed study?
5. Is the project entirely within the local agency's right-of-way? Are any new right-of-way, permits or easements needed, and when would it be acquired (from non-TLC sources) if needed?
6. Is there a utility relocation phase within the project area but implemented separately from the project?
7. Have all affected departments within the local government agency, transit agency, and/or other public agency (1) been involved in the development of the project and (2) reviewed the project to ensure project feasibility?
8. Is the project difficult to engineer (or has engineering been completed)?
9. Is there significant local opposition that may prevent the project from meeting the funding obligation deadline?
10. Are there any pending lawsuits related to the project?

### **Part 2: Basic Eligibility Criteria**

All basic eligibility criteria below must be met before a project can be reviewed according to the evaluation criteria under Part 3. Briefly describe how the project satisfies each criterion. Following grant approval, the project sponsor will submit a governing board approved resolution confirming the requirements described below have been met.

1. The funding request is greater than \$200,000 and less than \$3 million.
2. The project sponsor demonstrates that a local match of 11.5 percent of the total project cost will be available, if required for the local match.
3. The project sponsor agrees to abide by all applicable regulations, including the National Environmental Policy Act (NEPA) and the American with Disabilities Act (ADA).
4. The project is well-defined and results in a usable segment. A usable segment is defined as a section of public improvements that has defined start and end points and allows continuous travel from the start point to the end point.
5. The project sponsor understands and agrees to the project delivery requirements as described below and in MTC Resolution 3606.
  - a. Federal funds through the TLC Capital Grants program are fixed at the programmed amount, and therefore any cost increase would not be funded through TLC.

- b. Projects are to be designed and built consistent with the project description contained in the grant application, and if approved, as programmed in MTC's Transportation Improvement Program (TIP).
- c. A field review with Caltrans Local Assistance will be completed within six (6) months of grant approval.
- d. The appropriate NEPA document for the project will be certified through the office of Caltrans Local Assistance within twelve (12) months of grant approval.
- e. The project design drawings will be submitted to CMA for review and comment at various design stages, typically 30%, 60%, 90%, and 100% submittals.
- f. A completed Plans, Specifications, and Estimates (PS&E) package will be submitted to CMA and Caltrans Local Assistance by no later than April 1 in the year of regional obligation deadline.
- g. Federal funds will be obligated by the fund obligation deadline established by CMA for this grant cycle.
- h. The "before" and "after" photos of the project will be sent to CMA for use in publications, press releases, reports, etc. about the TLC program.
- i. CMA will be notified immediately to discuss potential project implications that will affect the delivery of the project.
- j. The project sponsor commits to maintaining the project.

### **Part 3: Capital Evaluation Criteria**

If a project meets all the screening factors identified in Parts 1 and 2, it is evaluated according to the criteria shown below. For each category, a project will be assigned a "high", "medium", or "low" rating. Funding priority is based on the degree to which the project meets these criteria.

#### **1. TLC Program Goals**

- a. Project addresses one or more TLC program goals, and demonstrates how well the goals are met.

The goal of TLC is to support community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, community-based organizations and community stakeholders, and outreach to a diversity of participants.
- Improve a range of transportation choices by adding or improving pedestrian, transit, and/or bicycle facilities, and by improving the links between these facilities and activity nodes.
- Support well-designed, high-density housing and mixed use developments that are well served by transit, or will help build the capacity for future transit investment and use.
- Support a community's infill or transit-oriented development and neighborhood revitalization activities
- Enhance a community's sense of place and quality of life.

#### **2. CMA Goals and Characteristics of Transit Oriented Development**

- a. The project must be consistent with Alameda County's Goals and Characteristics of Transit Oriented Development, adopted by the CMA Board on May 27, 2004. These goals are attached and available on the CMA website at [www.accma.ca.gov](http://www.accma.ca.gov) and are summarized below:

The transportation goal of Transit-Oriented Development is to provide transportation options and improve accessibility, resulting in reduced automotive emissions by increasing the share of trips that can be made conveniently by

transit, walking or bicycle. This goal acknowledges that transit's ability to attract riders and mitigate the growth of the congestion hinges on supportive land use. Transit-Oriented Development (TOD) is residential or mixed-use development designed and located to make transit use as attractive and convenient as possible. Mixed use would include primarily housing, with neighborhood serving retail at the home end of a commute to a large employment center.

### **3. Community Involvement**

- a. Project resulted from an inclusive and collaborative planning process with community stakeholders, including low-income, minority community representatives (if applicable), as demonstrated by new or strengthened project partnerships, outreach efforts to a diversity of participants, and innovative planning techniques used to solicit public input.
- b. A planning document (such as a transportation-land use plan, urban design/landscape concept plan, design development plan, specific plan, general plan etc.) from which the project was derived, or a conceptual design illustrating the project, has been prepared and made available to the public for review and comment.
- c. Project is supported by the local agency (including planning, public works, engineering, traffic, and/or redevelopment departments/ agencies), transit operator(s), and community stakeholders who are affected by the project.

### **4. Project Impact**

The project remedies a current or anticipated problem, and will result in one or more of the following community benefits:

- a. *Transportation Choices*: project provides for a range of transportation options to access jobs, shopping, recreation and other daily needs
- b. *Pedestrian and Bicycle Access*: project improves direct pedestrian or bicycle access to the downtown, commercial core, neighborhood, or transit stop/corridor
- c. *Transit Access*: project improves transit accessibility to a major activity center
- d. *Safety and Security*: project reduces the number of pedestrian/bicycle injuries and fatalities, and addresses safety and security concerns around transit facilities
- e. *Street Design*: project promotes good street design to encourage pedestrian, bicycle and transit trips such as narrow traffic lanes, wide sidewalks, marked crosswalks, landscape buffers, etc.; promotes safe road-sharing between bicycles and vehicles; and complies with the American with Disabilities Act and applicable street design standards
- f. *Traffic Calming*: project reduces driving speeds to facilitate safe pedestrian, bicycle, and vehicle travel and street crossings
- g. *Streetscape Design*: project creates pedestrian, bicycle and transit friendly environments through street trees, landscape buffers, pedestrian-scaled lighting, wide sidewalks, etc.
- h. *Community Design*: project enhances the look and feel of the community and fosters a strong sense of place through upgrades to the physical environment and cohesive designs of streets, buildings, and public spaces
- i. *Air Quality*: project improves mobility via walking, biking, or taking transit, and thus reduces vehicle trips and improves air quality
- j. *Economic Development*: project acts as a catalyst to generate local economic development opportunities, particularly within disadvantaged communities

## **5. Land Use Links**

- a.** Project supports channeling new growth to areas of the region with established infrastructure and existing residential development, employment centers, and other major activity centers such as retail and cultural facilities.
- b.** Project is located in a project area that is currently zoned, or will be rezoned, to support the development of a diverse mix of housing (particularly high-density, affordable, and/or mixed-income developments), retail, commercial, or office uses.
- c.** Project is located in a project area where major transit infrastructure exists or is planned in to serve the land use developments.
- d.** Project directs investment to a traditionally low-income community, as demonstrated by Census data on income and/or poverty level compared to the city or county as a whole.

## **Alameda County TLC Schedule**

Notice of Intent to Issue a Draft Call for Projects	September 30, 2005
Board approves Program Guidelines & Schedule	October 27, 2005
Project Submittals Due	November 18, 2005
Preliminary Project List to Board	December 22, 2005
Final Project List to Plans and Programs Committee (as authorized by Board)	January 9, 2005

## **Application Process**

**Step 1:** CMA issues a “call for projects” for a three-year fund cycle.

**Step 2:** Applicants submit a project proposal to CMA for funding consideration. The project proposal should include amount of TLC funds requested, amount and source of local match, brief description of sponsor and study partner(s), detailed description of the specific capital improvements to be funded by TLC, how project fulfills evaluation criteria shown above, project finance plan for preliminary engineering, right-of-way and construction phases, project schedule for preliminary engineering, right-of-way and construction phases, and project area map and photos.

**Step 3:** CMA evaluates project proposals with assistance from representatives from a Review Team.

**Step 4:** Based on the recommendations of the evaluation team, and funding availability of the overall program, the CMA Board will make a funding recommendation to the Commission.

**Step 5:** Following the Commission’s approval, grant recipients will submit to CMA a board-approved resolution demonstrating commitment to fund and build the project and attend a workshop on project implementation and the federal-aid process. Grant recipients will be required to take the TLC capital project through the federal-aid process with Caltrans Local Assistance and comply with CMA’s project review process.

## **GENERAL TLC CAPITAL REQUIREMENTS**

TLC is supported through federal transportation dollars. The following requirements must be met for any funded project:

- Related Federal Statutes — All requirements of the National Environmental Protection Act and the Americans With Disabilities Act must be followed.
- Local Match — 11.5 percent of the total project cost by non-federal transportation sources may be required.
- Timely Project Delivery — Project sponsors must work through the federal-aid process with the offices of Caltrans Local Assistance. All projects must receive funding obligations by the MTC's regional obligation deadline. See MTC Resolution 3606 for additional information on the regional policy for project delivery for federally-funded projects (Attachment C).
- State Review Process — The funds are federal funds and carry all of the applicable federal requirements. Project reviews are conducted by Caltrans and the Federal Highway Administration will review the project for eligibility and must approve the project proposal before the sponsor can incur reimbursable expenses. The sponsor must pay the bills and submit the invoices to Caltrans for reimbursement. Reimbursement usually takes six to eight weeks. Sponsors must also fulfill any audit requirements.
- CMA Project Review of TLC Capital Projects—Project sponsors will be required to regularly review the development of capital project designs at 30%, 60%, and 90% submittals with CMA for approval to ensure that the final design of funded projects are consistent with project concept plans. See CMA project review requirements for more details (Attachment D).
- Resolutions— Following approval of a TLC grant, project sponsors of funded projects will be required to have their governing boards adopt a resolution (Attachment E).
- TLC Training— The Transportation for Livable Communities projects often result in unique partnerships between community groups, planners, economic development corporations, residents and citizen activists. These partnerships lead to high-quality, community based plans and capital programs that help create more livable communities. Recognizing that these partnerships present unique challenges to the project teams, MTC may host a workshop to assist grant recipients in project management and provide training on the principles which guide the TLC program. The main goals are to build grant management skills and to provide general information on livability concepts. Such a workshop is intended to provide networking opportunities and capacity building for professionals and members of local communities who are working to cultivate more livable communities. Topics to be covered include: street design and walkability, successful community involvement, and linking transportation and land use choices.